

Healthy CalFresh Initiative
Frequently Asked Questions

1	What kinds of supplies are we allowed to purchase with the funds? For example, for Rethink Your Drink, we were thinking of purchasing water bottles with our logo on them. Would this qualify? How about outreach materials, such as recyclable tote bags or fruit shaped stress relievers?	CDSS has determined that expenses proposed in your question align with the intent of the initiative and can be claimed to Program Code 497, per the individual county letter issued to you the week of 3/26/2018. As a reminder, the award issued has a limit. Any expenses above the award specified in your award letter must be funded with county-only funds.
2	How do we go about actually using the funds? Would we buy everything ourselves then get reimbursed by check or direct deposit?	County administrative expenses and services associated with the execution of the Healthy CalFresh Initiative(s) can be claimed on the CEC using the special program code (PC) designated in the award letter. The PC will only be available for the June 2018 quarter claim. Claims will be subject to the same fiscal review/audit, record retention, adjustments, claim submission, and cash claiming requirements as any other expenditures run through the CEC.
3	Before we were awarded the grant, we bought pitchers to be able to demonstrate spa water. Would we be able to use the funds to cover these pitchers? Is there a specific timeframe in which supplies must be purchased to be eligible for reimbursement?	No, the county must only claim costs that were incurred after the county was awarded the grant. As noted in the Healthy CalFresh Initiative webpage , the one-time funding must be purchased and claimed by the end of this fiscal year (June 30, 2018), on the County Expense Claim (CEC) due July 20, 2018.
4	What are we allocated to buy and not buy? If we did cooking classes, what is the budget? Is there a breakdown of allowable costs that we could get a copy of?	CDSS has determined that expenses proposed in your question align with the intent of the initiative and can be claimed to Program Code 497, per the individual county letter issued to you the week of 3/26/2018. As a reminder, the award issued has a limit. Any expenses above the award specified in your award letter must be funded with county-only funds.
5	Can award monies be used to purchase products for consumer engagement: Specifically: <ul style="list-style-type: none">• Plastic tumblers/mason jars with straws for consumers to sample healthy beverages.• Labels and drawing materials for children (and adults) to decorate and place on the tumbler/jar.• Sugar for demonstrations of the amount of sugar in sugary beverages.	CDSS has determined that expenses proposed in your question align with the intent of the initiative and can be claimed to Program Code 497, per the individual county letter issued to you the week of 3/26/2018. As a reminder, the award issued has a limit. Any expenses above the award specified in your award letter must be funded with county-only funds.
6	Also, we were informed that we could pass on award monies to our DPH to assist in conducting the presentations. DPH sometimes uses contracted agencies to administer events. Can the DPH pass the award monies on to these agencies to assist with the event?	Yes, your county may use this award to partner with other local agencies for purposes of this initiative. However, County Human Services (HS) must ensure that the proper agreement/MOU is in place prior to any claiming. Additionally, the mechanism by which the other department should submit expenditure information should be in the form of an invoice. This will provide an appropriate audit trail with costs clearly presented and accounted. It would be incumbent upon your county HS to track, monitor, and ensure adequate documentation for expenses by another department as well as ensure that no federal funds are being utilized to draw down other federal funds.

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7	Where can we find clarification on allowable expenses for these projects? We would like to purchase items such as water bottles and other promotional items. Will these be allowed? Also, are any food purchases allowable with these funds?	CDSS has determined that expenses proposed in your question align with the intent of the initiative and can be claimed to Program Code 497, per the individual county letter issued to you the week of 3/26/2018. As a reminder, the award issued has a limit. Any expenses above the award specified in your award letter must be funded with county-only funds.
8	I would like to know if we could use the funding to buy tee shirts for internal staff, as they would be assisting with the promotion of the event	CDSS has determined that expenses proposed in your question align with the intent of the initiative and can be claimed to Program Code 497, per the individual county letter issued to you the week of 3/26/2018. As a reminder, the award issued has a limit. Any expenses above the award specified in your award letter must be funded with county-only funds.
9	May we purchase give away items with printed logos for Rethink Your Drink such as reusable water bottles? These would be given away at our outreach events where we would be promoting CalFresh and Rethink Your Drink.	CDSS has determined that expenses proposed in your question align with the intent of the initiative and can be claimed to Program Code 497, per the individual county letter issued to you the week of 3/26/2018. As a reminder, the award issued has a limit. Any expenses above the award specified in your award letter must be funded with county-only funds.
10	If we purchase banners, tables, chairs, infused water dispensers and storage containers would these items fall under Start Up/Nonrecurring costs or Outreach Costs?	CDSS has determined that expenses proposed in your question align with the intent of the initiative and can be claimed as Start Up/Nonrecurring Costs to PIN 497094, per the individual county letter issued to you the week of 3/26/2018. As a reminder, the award issued has a limit. Any expenses above the award specified in your award letter must be funded with county-only funds.
11	If we send Eligibility Staff to these events what code would we use to bill the hours to the grant?	The Time Study Code (TSC) 4971 (CalFresh County Special Project) was established to claim time associated with the activities outlined in the application which was approved by California Department of Social Services (CDSS). This code includes time spent by county caseworkers or eligibility workers engaged in the CDSS approved Healthy CalFresh Initiative Campaign activities. Counties will claim to the code through the use of the County Expense Claim (CEC). If eligibility workers were engaged in campaign activities, they would also time study to TSC 4971; otherwise, if they were engaged in eligibility activities, they would time study to the appropriate eligibility program code.
12	Are there different codes for regular hours as opposed to overtime or comp time hours?	The TSC 4971 (CalFresh County Special Project) was established to claim time associated with the activities outlined in the application which was approved by California Department of Social Services (CDSS). This code includes time spent by county caseworkers engaged in the CDSS approved Healthy CalFresh Initiative Campaign activities. Counties will claim regular time to TSC 4971 through the use of the County Expense Claim (CEC). However, for costs associated with caseworker overtime/comp time, the Type of Expense code 92 (Casework OT/CTO Costs) has been added to allow counties to directly charge such costs to PIN 497092.
13	Also, can you advise when we can expect to receive our Event in-a-Box materials for each campaign?	Event in a Box is coordinated by the California Department of Public Health. You can connect with Stephany Cavatoni from RESCUE Agency via email at stephany@rescueagency.com to address specific questions regarding the Rethink your Drink Campaign.

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14 Is there a scheduled date for when we will receive the materials for each campaign?	<p>Please visit the HCI webpage and appropriate links to get more information on related campaign materials. Depending on the campaign, technical assistance is available upon request.</p> <p>You may connect with the following personnel:</p> <ol style="list-style-type: none">1. Get More at the Farmers Market: Stephanie.Carillo@wellness.phil.org2. Rethink Your Drink: stephany@rescueagency.com3. Eat Fresh: alex@leahspantrysf.org
15 How do we order tools and materials for the campaigns?	<p>Please connect with the following personnel for technical assistance with the Healthy CalFresh Initiatives:</p> <ol style="list-style-type: none">1. Get More at the Farmers Market: Stephanie.Carillo@wellness.phil.org2. Rethink Your Drink: stephany@rescueagency.com3. Eat Fresh: alex@leahspantrysf.org
16 The FAQ on the site refers us to the Health CalFresh Initiative Page, to each campaign. I see a list of tools and resources but not a way to order.	<p>Please connect with the following personnel for technical assistance with the Healthy CalFresh Initiatives:</p> <ol style="list-style-type: none">4. Get More at the Farmers Market: Stephanie.Carillo@wellness.phil.org5. Rethink Your Drink: stephany@rescueagency.com6. Eat Fresh: alex@leahspantrysf.org
17 Would we as a department be able to leverage/include other county departments/agencies with the material provided for the campaign?	<p>Yes, your county may use this award to partner with other local agencies for purposes of this initiative. However, County Human Services (HS) must ensure that the proper agreement/MOU is in place prior to any claiming. Additionally, the mechanism by which the other department should submit expenditure information should be in the form of an invoice. This will provide an appropriate audit trail with costs clearly presented and accounted. It would be incumbent upon your county HS to track, monitor, and ensure adequate documentation for expenses by another department as well as ensure that no federal funds are being utilized to draw down other federal funds.</p>
18 We viewed the webinar facilitated by CDPH, and don't remember being asked to register for the event online. Should we do this to receive the event box, or will CDSS send us an event box and associated material based on our award letter?	<p>Event in a Box is coordinated by the California Department of Public Health. You can connect with Stephany Cavatoni from RESCUE Agency via email at stephany@rescueagency.com to address specific questions regarding the Rethink your Drink Campaign.</p>
